

Statement of Deficiencies

5305-I: Staff Attendance

Not Met

Findings/Corrections

5305.I. The Provider did not maintain documentation of a daily attendance record for staff, including the director/owner, to include the time of arrival and departure. Staff shall document their time in/out when not on the child care premises. Staff uses an electronic system to keep track of attendance for employees. Last documented attendance for staff was dated 10/1/04 because records are not processed on a daily basis. Informed staff they would need to keep a manual daily attendance record for staff.

5311-A: Personnel Records

Not Met

Findings/Corrections

5311.A.4. Health records to include documentation of good health, signed by a physician or designee was not available for staff.
5311.A.5. Documentation of a satisfactory criminal record check, as required by Louisiana R.S. 15:587.1, was not available for staff. Documentation of submission [**was not**] available. Provider shall request this clearance prior to the employment of any center staff. A criminal record clearance is not transferable from one employer to another.

5312-A: Orientation Training

Not Met

Findings/Corrections

5312.A. Provider lacked documentation that staff received orientation within one week of employment and prior to having sole responsibility for a group of children to include training in the following topics:

Center policies and practices including health and safety procedures;
Emergency and evacuation plan;
Supervision of children;
Discipline policy;
Job description;
Individual needs of the children enrolled;
Detecting and reporting child abuse and neglect;
Current Child Day Care Class "A" Minimum Licensing Standards;
Confidentiality of information regarding children and their families.

Orientation training did not include documentation of the 4 days supervised work with children.

Documentation shall consist of a statement/checklist in the employee record signed and dated by the employee and the Director attesting to having received such orientation training and the dates of the supervised work with children.

5312-C: Annual Review

Not Met

Findings/Corrections

5312.C. Provider lacked documentation that staff have annually reviewed the following topics:

Center policies and practices including health and safety procedures;
Emergency and evacuation plan;
Supervision of children;
Discipline policy;
Job description;
Individual needs of the children enrolled;
Detecting and reporting child abuse and neglect;
Current Child Day Care Class "A" Minimum Licensing Standards;
Confidentiality of information regarding children and their families.

Statement of Deficiencies

5321-B: Medication Authorizations

Not Met

Findings/Corrections

5321.B. The written authorization from the parent to administer [Tombramycin] to a child was incomplete as it lacked the following information: [side effects].

A complete authorization includes:

- Child's name;
- Name of medication;
- Date to be administered;
- Dosage;
- Time to be administered;
- Special instructions, if applicable;
- Side effects;
- Signature of parent and date of signature;
- Circumstances for administering "as needed" medication.